

INVITATION TO ENTER INTO A BLANKET PURCHASE AGREEMENT (BPA) FOR THE INFORMATION TECHNOLOGY SERVICES PROGRAM (ITSP) II (GENERAL SUPPORT)

QUESTIONS AND ANSWERS (AS OF 5 NOVEMBER 2001)

Questions submitted in response to the ITSP II Invitation will not be answered directly via reply email but will be posted on this website for all potential BPA Holders to review. This document includes questions received to date, with their answers. If you have submitted a question that is not posted here, we are still formulating an answer and will post it as soon as that answer is available.

1Q. For large businesses, is the signed ACO assessment of past compliance with socio-economic goals (see Para 6c of the Invitation) included in the 10 page limit for the proposal?

1A. No, it is not included in the 10 page limit.

2Q. Do you want copies of the labor category descriptions and rates for ourselves and all team members included with the BPA submission, or is the identification of the URL/websites under the company(s) admin data sheets sufficient?

2A. Complete listings of all labor categories and rates available per FSS should be available via the URL/website provided for each BPA Holder/Team Member. However, in demonstrating your ability to provide relevant labor categories, we expect that you would summarize those categories seen as strengths for the BPA evaluation process.

3Q. If we have a woman-owned SDB as a team member, may this company also qualify as an SB to help meet the socio economic goals? Or do we need to have three separate companies (one SB, one SDB, and one woman-owned)?

3A. You would need to have three (3) separate companies. However, each of these goals may be exceeded.

4Q. We assume that accompanying rates and category descriptions are not required to be submitted with our response to the BPA, unless such rates, descriptions and/or service differ by location. Is this a correct assumption?

4A. We do not expect you to provide a copy of your GSA FSS rates as an attachment to the BPA as long as they are posted on your company website. However, if you are providing discounted rates by location for any of the ITSP II locations listed in Appendix A, you should notify us in your BPA proposal of your intention to do so and clearly post those discounted rates on your website.

5Q. We have a question that relates to Item #25, Invoices, Page 18. This question concerns the possible teaming relationships that are options to be considered for organizing teams and for subsequent relationships between team members and the Government. Page 5 of the invitation for BPAs for the ITSP II (General Support) for the USAF ESC states, "If BPA Team Arrangements permit direct ordering to Team Members, each Team Member must completed and sign/date below indicating agreement and compliance the Terms and Conditions set forth in this BPA. Subcontractors are not required to sign this BPA.

a. What roles does the Team Leader have vis-à-vis the Government if the Government chooses to order directly from a Team Member, other than the Prime Contractor/Team Leader?

b. If a direct order is placed with a Team Member, will the Team Leader be informed of the details of each order?

c. Does an arrangement that permits direct ordering with a Team Member other than the Prime or Team Leader also therefore permit direct invoicing to the Government by the Team Member to whom the direct order was placed by the Government?

d. What is the effect of a Prime not permitting direct ordering by any of its Team Members? Is that an option for a Prime, or must direct ordering by the Government be an essential term and condition of the BPA in order to classify a Team Member as other than a Subcontractor?

5A. a. A Team Lead should play a similar role to a Prime Contractor. However, depending on the program and the Program Office management style, each situation can be different. The only time the Government would choose to order directly from a Team Member is when the order must be issued directly to obtain socio-economic credit toward ESC's goals. The Team Lead would have proposed work be done by a specific Team Member before we would direct that an order be issued to them.

b. It is the Team Lead's responsibility to maintain management oversight of your Team Member orders. Depending on the program and the Program Office management style, each situation can be different.

c. Yes, work performed under a direct order must be billed directly to the Government by the company that provided the support.

d. A Team Lead can certainly decide not to allow direct orders to be placed with their Team Members. However, in order for ESC to meet its socio-economic goals, we must award effort to several different business types. Socio-economic goal attainment is included in the evaluation criteria for the task orders issued under this program. Therefore, ability to win competitions may be hampered depending on Team Lead company size/type.

6Q. Another question regarding ITSP II proposal instructions. Letter dated 29 Oct 01, Item #8c states "A narrative description of the Team's strength vis-à-vis the applicable GSA FSS upon which ESC can draw to satisfy requirements. Provide an explanation of what the BPA Holder and each Team Member will contribute toward maximum satisfaction of Government requirements. Correlate Team strengths with labor categories available on the applicable GSA FSS." I understand the requirement to state what GSA FSS each team member brings as well as what each team member will contribute (i.e., their applicable GSA FSSs equal their strengths); but I do not understand what is required regarding correlating labor categories to strengths. Are you wanting a listing of all the labor categories that apply to the applicable SINs of each applicable GSA FSS for each team member? If so, this could potentially take a lot of space to list. Please explain what is needed.

6A. The intent of this criteria was to avoid having BPA offerors simply provide a duplicate copy of their GSA FSS. Our intent was to have offerors highlight those areas/categories that are their strongest points and also meet Government needs.

7Q. We are on a team for the subject solicitation and were intending to bid this project under our GSA Management, Organizational Business Improvement Services contract, which is SIN 874 -1 -- Consulting Services, 874-2 -- Facilitation Services, 874-3 - Survey Services, 874-4 -- Training Services and 874-5 --Support Products. We do not see these identified under the invitation to bid. Can we use our GSA MOBIS contract vehicle if we are a subcontractor on a team?

7A. ITSP II will not use the MOBIS FSS. If you perform as a subcontractor to a Team Lead or Team Member, your Prime will utilize their applicable GSA FSS labor categories/rates.

8Q. a. Reference Cover Letter: Does this Invitation to enter into a BPA (RFP) have an identifying number?

b. Reference Cover Letter (paragraph 6) and BPA cover page: Our firm has multiple Federal Supply Service (FSS) Group 70 (Information Technology-IT) contracts. All of these contracts have the required IT Services Special Item Number (SIN), 132-51. May we include multiple GSA FSS Group 70 contracts under this BPA?

c. Reference Cover Letter paragraph 8: May we include a cover sheet, table of contents, and list of acronyms which would be excluded from the 10-page limit?

d. Reference BPA form, RFP page 9: The last item requested is the cognizant DFAS Office. Our firm deals with several DFAS offices. Was this intended to be the cognizant Defense Contract Audit Agency (DCAA) office?

e. Reference BPA paragraph 4 and Appendix A: Is Appendix A included in the 10-page limit?

f. Reference BPA paragraph 5: We understand that the labor rates are established by reference to the underlying GSA FSS contracts, and must be posted on our company website. Should the BPA proposal include any explicit presentation of labor rates?

g. Reference BPA paragraph 7.b.(1): We assume that General and Administrative (G&A) is payable on purchased items in accordance with the underlying GSA FSS contracts. Is this correct?

h. Reference BPA paragraph 12: We assume that General and Administrative (G&A) is payable on travel in accordance with the underlying GSA FSS contracts. Is this correct?

8A. a. No.

b. **Answer pending.** The Government assumption is that a specific firm would have only one GSA FSS 70 contract. Awaiting clarification.

c. No.

d. It should be the DFAS office responsible for payment of work performed under ITSP II. If you are proposing to provide support at several locations in accordance with Appendix A, it is possible that you would list more than one DFAS office.

e. No.

f. No.

g. Yes.

h. Yes.

9Q. a. For the Administrative Data requested on pages 7 & 8 of the invitation: Is this data to be completed and submitted for only the Prime BPA Holder, or for the Prime BPA Holder and ALL Teaming Partners?

b. If so, how should we present the data for each team partner? Each on an individual duplicate page within the reply?

c. For electronic copy of our, and our team partners', GSA schedules:

(1) Is this included within the ten page limitation?

(2) Does ESC require an electronic copy of EACH team partner's GSA schedule in addition to that of the Prime BPA holder?

d. When submitting our response, is there any particular title or name for each document (for our ten page narrative, our BPA response and our GSA Schedules) that ESC wishes us to use? Or should we merge all documents into one, less the signed/faxed cover page?

9A. a. As stated in the "ADMINISTRATIVE DATA" paragraph, "Each BPA Holder and Team Member must provide this data..."

b. Each Team Member's data should be provided on its own page within your reply.

- c. Offerors are not specifically required to provide an electronic copy of GSA schedules. However, the website address where we can find these schedules must be provided.
- d. Please clearly correlate document names to proposal requirements.